

## REQUIREMENTS FOR SEPARATION

**MEDICAL/DENTAL RECORDS:** Before separation, you must make sure that you have a **FINAL PHYSICAL** signed by your MO in order for you to separate. Once you have checked out with your BAS/RAS and have collected both medical and dental records, both will be turned into here at Separations in order for you to be released. If the VA is claiming the documents, make sure you receive a VA Claims form, and have a copy of your final physical along with it.

**PRESEPARATIONS BRIEF:** This is a MANDATORY item in order for you to separate. This must be turned into Separations ONLY!!! **DO NOT TURN INTO YOUR S-1 SHOPS, YOUR CAREER PLANNERS, OR YOUR 1<sup>ST</sup> SERGEANTS.** This document must be brought to Separations 3 days prior to separation. If you lose this document, you can receive a copy from The Family Resource Center across from the SNCO's club.

**ID/MEAL CARD:**

**(If Married)** The Meal Card will not apply to you, but if you're married and you are EAS'ing, you must turn in your ID and your spouse's.

**(If Not Married):** If you're commencing Terminal Leave, the only item that will be handed in is your Meal Card. If you're EAS'ing you will be turning in both.

**(If Lost):** If you have lost your ID CARD or Meal Card, you can go to SRB Maintenance and request for a Lost ID/Meal Card Statement, which must be signed by your 1<sup>st</sup> Sergeant ONLY and returned to Separations.

**CHECK OUT SHEETS:** You must turn in BOTH the check out sheets that were given to you (your units and Separations). There are no exceptions, if you are not done checking out, your clerk will not be able to assist you. Your unit's check out sheet **WILL NOT BE HANDED IN TO YOUR S-1 SHOPS, CAREER PLANNERS, OR YOUR 1<sup>ST</sup> SERGEANTS.**

**11060's (Separations/Travel Pay Certificate):** You will have a chance to receive an 11060 soon after you have completed your FINAL AUDIT. You will be given 5 days after your audit to pick up the 11060 after 1330. You will be given 4 copies to keep on the day of pick up.

**SRB:** SRB's are not longer allowed to be given out for copying. If you wish to have a copy of your SRB, talk to your 1<sup>st</sup> Sergeant about ASAP (On Line SRB) or OMPF (which is a CD ROM program with your SRB scanned on it).

**3-DAY PRIOR:** given the 3 days, you will have the chance to turn in all your items.

Medical/Dental Records, both check out sheets, Pre-Separations brief. Your ID/Meal Card will be collected day of separation.

<b>DPAC SEPARATIONS CHECK OUT SHEET</b>
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<b>BAS</b>

<b>DENTAL</b>

<b>CIF</b>

<b>PMO</b>

<b>DPP/MCX</b>

<b>MCCS</b>

<b>LIBRARY</b>

<b>NAVY RELIEF</b>

<b>MOVIE RENTAL</b>

<b>ARMORY</b>

<b>SUPPLY</b>

<b>BASE HOUSING</b>

<b>NBC</b>

<b>ID CARD CENTER</b>

<b>DISBURSING</b>

**NOTE: THIS CHECK OUT SHEET WILL BE TURNED IN ALONG WITH YOUR UNITS CHECK OUT SHEET. ALL SIGNATURES WILL BE REQUIRED BEFORE COMMENCEMENT OF YOUR TERMINAL LEAVE AND OR YOUR EAS/DISCHARGE.**

